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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 3 April 1961

FROM : Chief, Records Management Staff

SUBJECT: Significant Accomplishments of Records Management Staff during
period 1 October 1960 - 30 March 1961 for the Hull Committee

1. Obtained from six agencies of the USIB Community (Army, Navy, AF, AEC, State and FBI) unilateral agreements on disposal standards for intelligence reference collections. These agreements permit destruction immediately of 1,000 cu. ft. of material and an additional accumulation of 3,000 cu. ft. on a continuing basis. We will also be able to prevent the accumulation of substantial volumes of these intelligence collections in the future. Prior to these agreements, no disposal standards existed for this type of material. Other USIB agencies can now destroy similar accumulations on the basis of our established disposal precedent.

2. Continued the use of shelf filing in adaptable areas to avoid the purchase of additional filing cabinets and safes and to make better utilization of office space. Completed thirteen shelf file installations which resulted in the release of 135 safes and cabinets. The net savings for these thirteen installations were \$16,208 in equipment, and 519 sq. ft. of floor space.

3. The disposition of Agency records was substantially increased. This, in part, was due to a threatened flood which motivated the destruction of over 5 tons of records and the removal of an additional 18 tons from offices to the Records Center.

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